Creating your Resume

The situation:   
  
It has been ten years since you finished college (or your post-high school education). You have now worked at 1-3 different jobs, and are now looking for a new position.

As part of your preparation to apply for a new position, you need to write a résumé (CV).

What will be included on your resume will depend in part on what your career is and what type of position you are looking for. However, any resume you write will have the following categories:

***Your contact information***

* Name
* Full Address
* Telephone number(s)
* Email address

***Work experience/employment***

* chronologically from present to past (most recent position first)
* for each position, highlight important tasks or duties you performed

***Education***

* chronologically from present to past (most recent education first)
* should include any college level (including A.A. A.S. BA, and graduate work) but not high school or lower
* mention honors (e.g., graduated summa cum laude) honor societies, special internships (if related to your career), awards or positions you held in a college program or office (e.g,. Editor, Law Review; President, Student Chapter, American Medical Association )
* if your career did not require a college degree, highlight what post-high school training you’ve had (e.g., a training program or school; courses at a local college)

***References***

* These should be from current or past supervisors
* Unless otherwise asked for, they should NOT include friends and family

Other categories you should consider including:

***Objective***

* Use this to describe the type of position you are looking for
* This would be at the head of your resume, underneath your name and contact information

***Certification - Professional License – Professional Credentials***

* Certain careers require you to have a license or certification or some sort; these are awarded by a government organization (e.g., NY State) or a professional organization (e.g., The American Board of Medical Specialties). For example, teachers are licensed by NY State; lawyers must pass the “bar” exam in a particular state in order to practice there; dieticians can earn the Registered Dietician credential after passing an exam; doctors can become “board certified” in their field of specialty.

***Awards / Honors***

* Have you won an award or honor in your field? That should be on your resume.

You may add other categories to your resume as you see fit.

You will be using the Resume Wizard on Microsoft Word to create your resume.